



Applications

By Tara Connolly

An application is a tool an employer uses to determine your qualifications for a job. Since employers most likely will not know you, all they will have to determine your ability as a prospective employee is the application. There are several things to keep in mind when filling out applications.

The application should be neat and professional.

No errors in spelling or grammar, and do not fold or wrinkle the application.

Print in black ink.

Include complete information. If something doesn't apply to you use N/A (not applicable). Do not leave blanks. Never write, "See resume." Fill out the application completely.

List the position desired. Be specific as possible. Never reply "any" or "open."

Be positive. Emphasize your positive traits. When asked for the reason you left your previous job, avoid terms like, "fired, quit, illness or personal reasons." Use more positive statements such as, "looking for more responsibility."

Use "open" or "negotiable" for salary requirements. Never put a specific wage.

Online applications are becoming more and more common. Don't be intimidated by the electronic version. It is almost identical to filling it out by hand (except you won't have to worry about how nice your handwriting is). Keep these things in mind:

Copy and paste the application questions into a word processing document. Fill out the application in that format. Then transfer your information back into the online application. This allows you to use functions like word count and spellcheck.

Check to see that you will be able to save your work-in-progress and return to it later. If not, make sure that you have plenty of time to complete it.

Don't wait until the closing date to fill out your application. There will most likely be a high volume of users on the system and it may be slow going.

Remember that even though an application is online, it still requires the same level of attention to detail. Jargon you would use with friends in text messaging, such as using the initials "U R" instead of typing out the words "you are," is not appropriate.